



Please leave the facility in the same condition it was found.

BUILDING

- ☐ Close opened windows and doors.
- ☐ Sweep floors, including kitchen, if needed.
- ☐ Vacuum rugs if needed.

FURNITURE

- ☐ Wipe down tables.
- ☐ Stack tables on cart with *legs-to-legs and tops-to-tops*.
- ☐ Stack chairs 10-high on concrete.

KITCHEN

- ☐ Place dirty dishes in dishwasher and run when full.
- ☐ Dishes that do not fit in dishwasher, please wash by hand.
- ☐ Clean coffee makers and carafes.
- ☐ Wipe counters, stovetop, oven and sink, if used.
- ☐ Clear refrigerator.

WASTE

- ☐ Catered events must take waste off-site.
- ☐ Non-catered events must take all waste to parking lot dumpsters.
- ☐ Place garbage waste in dumpsters.
- ☐ Place recycling in recycling bins.
- ☐ Place food waste in yard waste bins.

When you have completed cleaning up, check out with staff.

